

## UNITED STATES DISTRICT COURT

SOUTHERN DISTRICT OF NEW YORK  
500 PEARL STREET, NEW YORK, NY 10007  
300 QUARROPAS STREET, WHITE PLAINS, NY 10601

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### CERTIFICATE OF GOOD STANDING/WALL CERTIFICATE

Certificates of Good Standing or Wall Certificates may be obtained by attorneys from the Clerk's Office by paying the appropriate fee and following the directions below:

#### **In Manhattan:**

1. By submitting your request, in writing, on the firm's letterhead, signed by the attorney making the request, to the United States District Court, 500 Pearl Street, New York, NY 10007, Attention: Attorney Services. The letter must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee. You must also provide a self-addressed stamped envelope.

or

2. By the attorney appearing in person at Attorney Services and showing proper identification or a designee of the attorney may appear in person at Attorney Services with a letter of authorization. Said letter must be signed by the attorney making the request, on the firm's letterhead and addressed to the United States District Court, 500 Pearl Street, New York, NY 10007, Attention: Attorney Services. The letter must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee.

#### **In White Plains:**

1. By submitting your request, in writing, on the firm's letterhead, signed by the attorney making the request, to the United States District Court, 300 Quarropas Street, White Plains, NY 10601. The letter must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee. You must also provide a self-addressed stamped envelope.

or

2. By the attorney appearing in person at the Clerk's Office, Room 147 and showing proper identification or a designee of the attorney may appear in person with a letter of authorization. Said letter must be signed by the attorney making the request, on the firm's letterhead and addressed to the United States District Court 300 Quarropas Street, White Plains, NY 10601. The letter must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee.

For a fee schedule, please follow the link below:

<http://nysd.uscourts.gov/fees.php>